

Sample Fundraising Program Schedule

Having a timeline in place will allow you to plan your activities and keep all of your fundraising champions on the same schedule.

Here is a sample fundraising schedule:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Recruit fundraising committee	X	X	X									
Confirm fundraising goal and methods	X	X										
Establish infrastructure for fundraising efforts	X	X	X									
Develop prospect list	X	X	X									
Develop case for support	X	X										
Rate and screen prospect list				X								
Train fundraising volunteers and select prospects			X	X								
Donor prospect cultivation tours			X			X				X		
E-mail updates to donor prospects		X		X		X		X			X	
Donor prospect private gatherings			X	X								
Face to face solicitations				X	X	X						
Annual phone-a-thon										X		
Direct mail solicitations									X	X		
Submit foundation proposals							X	X				X
Hold special event(s)						X						X
Bequests					X							X
Annual report mailing					X							
Send newsletters			X			X			X			X

Your Turn: Create a Fundraising Program Schedule

Think about the activities you will need to complete for your own fundraising program. What items are missing from the list on the sample communication schedule?

Use this chart to create your own fundraising schedule:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec